



UNITED STATES MARINE CORPS
FORCE HEADQUARTERS GROUP
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GPL 3-17
CG
27 Mar 17

POLICY LETTER 03-17

From: Commanding General, Force Headquarters Group
To: Distribution List

Subj: FORCE HEADQUARTERS GROUP COMMUNITY RELATIONS PROGRAM

Ref: (a) MCO 5720.77
(b) MCO 1001R.1L
(c) ForO 5726.1B

Encl: (1) Request for Armed Forces Participation in Public Events (DD Form 2536)

1. Situation. Personnel within Force Headquarters Group (FHG) are frequently engaged in community relations (COMREL) events. These events, when conducted in accordance with the references, foster important relationships between FHG units and the surrounding community.

2. Mission. Provide amplifying guidance on the preparation, engagement, and after action requirements for (COMREL) events within FHG.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. In accordance with reference (c), major subordinate elements will ensure that all COMREL events are screened and approved through Marine Forces Reserve (MFR) Public Affairs. COMREL events shall not supersede unit readiness requirements or military funeral honors. Commands retain the right to refuse COMREL events. Commands will only execute COMREL events that are approved by Marine Forces Reserve, in accordance with reference (c).

(2) Concept of Operations. COMREL requests shall be submitted via email to smb.mfr.pao.comrel@usmc.mil (see enclosure (1)). Units can assist agencies with the completion of the form.

b. Amplifying Guidance

(1) Alcohol use is strictly prohibited prior to and during all COMREL events. Alcohol use is prohibited until members are officially secured from the event.

(a) If government travel is provided, members will not be secured until they return to the point of origin.

(b) Members released prior to the conclusion of a public event (i.e. football game, parade, ceremony) will change out of uniform prior to consuming alcohol.

(c) Tobacco will be used as inconspicuously as possible.

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(d) Use or carry of a personal weapon for a COMREL event is prohibited. Exception to policy requests MUST be submitted in writing to the FHG Chief of Staff for final disposition.

(2) Line of Duty Status

(a) All members participating in a COMREL event must be in a duty status or on orders.

(b) Members not active or in a drill status are not allowed to participate in COMREL events or use government transportation to/from events.

(c) Members not in a drill status that elect to show up to a COMREL event as a civilian volunteer will not be considered on orders or in the line of duty.

(d) All members of the command will be briefed and reminded of the risks associated with injuries, misconduct, or other type of situation while serving as a volunteer.

(e) the Marine Corps is not responsible for any injuries incurred, legal assistance, or other type of support needed for incidents that occur while in a non-drilling status.

(3) Command's Right to Decline a COMREL Event

(a) Local commands reserve the right to decline an assigned event. Commands will expedite declinations to Marine Forces Reserve's Public Affairs section so that they can assess and re-task to other commands as needed.

(b) Commands will notify and engage the FHG Chief of Staff, as needed, if higher-level commands attempt to pressure local units into executing a declined or unapproved event.

4. Administration and Logistics. COMREL requests can be tracked at <https://sharepoint.marforres.usmc.mil/PAO/resources/Lists/Tracker/Allitems.aspx>.

5. Command and Signal

a. Command. This Order is applicable to all Marines, Sailors and civilians under FHG.

b. Signal. This Policy cancels Policy Letter 01-17 and is effective the date signed.



M. F. FAHEY III

Distribution: A